



Action Plan 2021

Parliament of Sri Lanka

## *INTRODUCTION*

The Parliament is the legislature of the Democratic Socialist Republic of Sri Lanka, which is one of the three pillars of democracy, namely the Executive, the Legislature and the Judiciary. The Constitution of the country provides for the Parliament for representation, legislation, control over Public Finance and oversight to assure the interests of the People of the country.

In Sri Lanka, Sovereignty is in the People and the Article 4(a) of the Constitution of Sri Lanka, mandates that the legislative power of the People should be exercised by Parliament which consists of elected representatives of the People. Article 62 of the Constitution depicts the representative power of the Parliament and that Legislative power, mandated with Parliament is further emphasized in Article 75. Article 76 specifies Parliament's inalienable legislative power and its significant role in legislation. The Standing Orders of Parliament, which regulate the business of Parliament and matters incidental thereto have given the status of rules under the Constitution by Article 74.

Article 4(c) is explanatory of the judicial power of Parliament where it has mandated Parliament with the exercise of the judicial power of the People through Judiciary except concerning matters relating to the privileges, immunities and powers of Parliament and of its Members, which could be exercised directly by Parliament.

Article 67 also recognizes the importance of privileges, immunities and powers of Parliament and of its Members for the effective discharge of their duties and as mandated by the Constitution and the Parliament (Powers and Privileges) Act No. 21 of 1953 provides for the identification and securing of such privileges, immunities and powers.

Exercise of the Executive power of the People is vested with the President of the Country and Article 42(2) further mandates the oversight over the executive by Parliament and the Standing Orders provide Parliament for the exercise of the oversight power.

Article 148 specifies that the Parliament shall have full control over Public Finance through legislations and financial oversight Committees.

In a historic decision, delivered in the Parliament of Sri Lanka on 20<sup>th</sup> June 2001, the then Speaker, Hon. Anura Bandaranaike, M. P. re-affirmed and upheld the supremacy of Parliament.

Given the above mandate, Sri Lanka being one of the oldest democracies in Asia, Parliament is supported by a constitutionally recognized staff in strengthening further its role towards democracy and sustainability. The Ruling of the Speaker on 9<sup>th</sup> October 2012 identifies the Office of the Speaker and the Secretary-General of Parliament as two offices that are incomparable in power, authority and status in terms of the Constitution.

Article 65 (1) of the Constitution provides for the appointment of the Secretary-General of Parliament while the Article 65(3) recognizes the existence of a staff for the Secretary-General of Parliament, appointed by himself with the approval of the Speaker.

The Secretariat is a professional, non-partisan service structure of officials, which is independent from the public service. Article 170 of the Constitution, has interpreted the Secretary-General of Parliament and the staff of the Secretary-General of Parliament as officials not belonging to the category of Public Officers which inevitably has given the Secretariat a special recognition as an independent entity. Any matters, pertaining to the staff are regulated by the Parliament Staffs Act No 9 of 1953, which provides for the formulation of Departmental and Financial Regulations with regard to the staff of the Secretary-General of Parliament. This Act also provides for the establishment of a Staff Advisory Committee to advise and guide the Parliament Secretariat in respect of matters concerning the staff.

As its primary responsibility, the Parliament Secretariat, headed by the Secretary-General of Parliament provides the Members of Parliament with procedural, analytical, technical and administrative assistance to accomplish their constitutional mandate. The Secretariat plays a prominent role in bridging the gap between People and their representatives in Parliament. The Action Plan for the year 2021 has been prepared with a view to providing an excellent service. Therefore, it is believed that this Action Plan will actively contribute to enhance the functions of the Parliament

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## *VISION*

*To be an Effective & Efficient people centered parliament  
promoting Democracy and Good Governance.*



## *MISSION*

*To provide parliamentarians with necessary facilities and procedural advices to discharge their duties as legislators, representatives of the people and scrutinizers of public finance of the country in an effective & efficient manner.*

## *Legal Framework*

- *The Constitution of Democratic Socialist Republic of Sri Lanka*
- *Standing Orders of Parliament*
- *Parliament (Powers and Privileges) Act No.21 of 1953*
- *Parliamentary Staff act No.09 of 1953*
- *Right to Information Act No.12 of 2016*

## *TRUST AREAS*

- Legislative Services
- Administrative Services
- Public Outreach
- Parliament Diplomacy



# ORGANIZATIONAL CHART PARLIAMENT OF SRI LANKA

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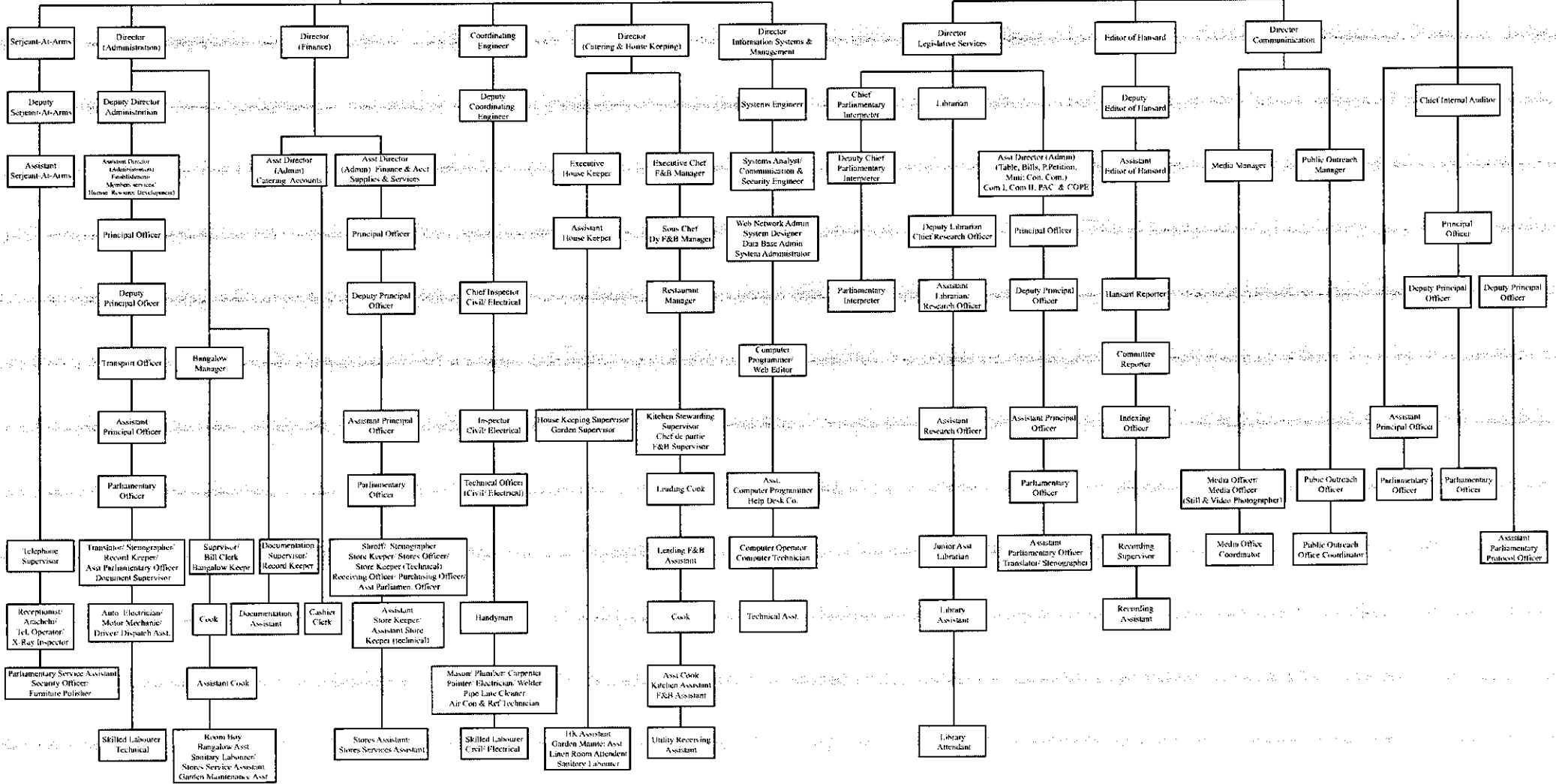
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SECRETARY GENERAL OF PARLIAMENT

CHIEF OF STAFF AND  
DEPUTY SECRETARY GENERAL OF PARLIAMENT

ASSISTANT SECRETARY GENERAL OF PARLIAMENT  
ADMINISTRATIVE SERVICES

ASSISTANT SECRETARY GENERAL OF PARLIAMENT  
LEGISLATIVE SERVICES



**Parliament of Sri Lanka - Sri Jayewardenepura, Kotte**  
**Carder Information as at 30 November 2020**

No.	Designation	Service	Grade/Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
1	Secretary-General of Parliament					1	-	-	1	-	-	
2	Chief of Staff & Deputy Secretary-General of Parliament					1	-	-	1	-	-	
3	Assistant Secretary-General					2	-	-	2	-	-	
4	Serjeant-at-Arms					1	-	-	1	-	-	
5	Director (Administration)					1	-	-	1	-	-	
6	Editor of Hansard					1	-	-	1	-	-	
7	Director (Legislative Services)					1	-	-	1	-	-	
8	Co-ordinating Engineer					1	-	-	1	-	-	
9	Director (Catering & House Keeping Services)					1	-	-	1	-	-	
10	Director (Information Systems & Management)					1	-	-	1	-	-	
11	Director(Finance)					1	-	-	1	-	-	
12	Director (Communication)					1	-	-	0	1	-	
13	Deputy Serjeant-at-Arms					1	-	-	1	-	-	
14	Deputy Director (Administration)					1	-	-	1	-	-	
15	Chief Parliamentary Interpreter					1	-	-	1	-	-	
16	Librarian					1	-	-	1	-	-	
17	Deputy Editor of Hansard (Sinhala)					1	-	-	0	-	-	
18	Deputy Editor of Hansard (Tamil)					1	-	-	1	-	-	
19	Deputy Editor of Hansard (English)					1	-	-	1	-	-	
20	Systems Engineer					1	-	-	1	-	-	
21	Deputy Co-ordinating Engineer					1	-	-	0	-	-	
22	Chief Internal Auditor					1	-	-	1	-	-	
23	Assistant Serjeant-at-Arms					1	-	-	1	-	-	
24	Assistant Director (Administration)					14	-	-	13	-	-	
25	Assistant Director (Administration)(Catering Accounts)					1	-	-	0	-	-	
26	Deputy Chief Parliamentary Interpreter (Sinhala/Tamil/Sinhala)					1	-	-	1	-	-	
27	Deputy Chief Parliamentary Interpreter (Sinhala/English/Sinhala)					1	-	-	1	-	-	
28	Deputy Chief Parliamentary Interpreter (English/Tamil/English)					1	-	-	1	-	-	
29	Assistant Editor of Hansard (Sinhala)					5	-	-	4	-	1	
30	Assistant Editor of Hansard (Tamil)					1	-	-	0	-	-	
31	Assistant Editor of Hansard (English)					5	-	-	5	-	-	
32	Executive Chef					1	-	-	1	-	-	
33	Food & Beverages Manager					1	-	-	1	-	-	
34	Executive Housekeeper					1	-	-	1	-	-	
35	Systems Analyst					1	-	-	1	-	-	
36	Communication/Security Engineer					1	-	-	1	-	-	
37	Public Outreach Manager					1	-	-	1	-	-	
38	Media Manager					1	-	-	1	-	-	
39	Security Consultant					1	-	-	0	-	-	
40	Co-ordinating Secretary to SGP					0	-	1	-	-	1	
41	Consultants					0	-	6	-	-	0	
42	Principal Officer					15	-	-	15	-	-	
43	Assistant House Keeper					1	-	-	1	-	-	
44	Deputy Librarian					1	-	-	0	-	-	
45	Sous Chef					1	-	-	1	-	-	
46	Deputy Food & Beverage Manager					1	-	-	1	-	-	
47	Web Network Administrator					1	-	-	1	-	-	
48	Systems Designer					1	-	-	1	-	-	
49	Database Administrator					1	-	-	1	-	-	
50	Systems Administrator					1	-	-	1	-	-	

**Parliament of Sri Lanka - Sri Jayewardenepura, Kotte**

**Carder Information as at 30 November 2020**

No.	Designation	Service	Grade/Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
51	Chief Research Officer				Tertiary	1	-	-	1	-	-	
52	Deputy Principal Officer				Tertiary	24	-	-	24	-	-	
53	Research Officer				Tertiary	7	-	-	6	-	-	
54	Parliamentary Interpreter (Sinhala/Tamil/Sinhala)				Tertiary	14	-	-	10	-	-	
55	Parliamentary Interpreter (Sinhala/English/Sinhala)				Tertiary	14	-	-	10	-	-	
56	Parliamentary Interpreter (English/Tamil/English)				Tertiary	14	-	-	8	-	-	
57	Assistant Librarian				Tertiary	3	-	-	2	-	-	
58	Hansard Reporter (Sinhala)				Tertiary	18	-	-	17	-	-	
59	Hansard Reporter (Tamil)				Tertiary	5	-	-	5	-	-	
60	Hansard Reporter (English)				Tertiary	18	-	-	11	-	-	
61	Chief Inspector (Civil)				Tertiary	1	-	-	1	-	-	
62	Chief Inspector (Electrical)				Tertiary	1	-	-	1	-	-	
63	Restaurant Manager				Tertiary	7	-	-	7	-	-	
64	Computer Programmer				Tertiary	3	-	-	3	-	-	
65	Web Editor (English/Sinhala)				Tertiary	1	-	-	1	-	-	
66	Web Editor (English/Tamil)				Tertiary	1	-	-	1	-	-	
67	Transport Officer				Tertiary	1	-	-	1	-	-	
68	Committee Reporter (Sinhala)				Tertiary	9	-	-	9	-	-	
69	Committee Reporter (Tamil)				Tertiary	1	-	-	1	-	-	
70	Committee Reporter (English)				Tertiary	5	-	-	2	-	-	
71	Bungalow Manager				Tertiary	2	-	-	1	-	-	
72	Assistant Principal Officer				Tertiary	0	-	-	29	-	-	
73	Indexing Officer				Tertiary	5	-	-	5	-	-	
74	Inspector (Civil)				Tertiary	1	-	-	1	-	-	
75	Inspector (Electrical)				Tertiary	1	-	-	1	-	-	
76	Food & Beverages Supervisor				Tertiary	13	-	-	11	-	-	
77	Kitchen Stewarding Supervisor				Tertiary	1	-	-	1	-	-	
78	Chef-de-Partie				Tertiary	4	-	-	4	-	-	
79	Garden Supervisor				Tertiary	1	-	-	1	-	-	
80	House Keeping Supervisor				Tertiary	5	-	-	5	-	-	
81	Assistant Research Officer				Tertiary	4	-	-	3	-	-	
82	Parliamentary Officer				Tertiary	96	-	-	47	-	-	
83	Assistant Computer Programmer				Tertiary	1	-	-	1	-	-	
84	Leading Cook				Tertiary	10	-	-	10	-	-	
85	Technical Officer (Civil)				Tertiary	2	-	-	2	-	-	
86	Technical Officer (Electrical)				Tertiary	6	-	-	6	-	-	
87	Help Desk Coordinator				Tertiary	1	-	-	1	-	-	
88	Public Outreach Officer (Sinhala)				Tertiary	2	-	-	2	-	-	
89	Public Outreach Officer (Tamil)				Tertiary	2	-	-	2	-	-	
90	Public Outreach Officer (English)				Tertiary	2	-	-	2	-	-	
91	Media Office (Sinhala)				Tertiary	2	-	-	2	-	-	
92	Media Office (Tamil)				Tertiary	2	-	-	2	-	-	
93	Media Office (English)				Tertiary	2	-	-	2	-	-	
94	Media Officer (Still & Video Photography)				Tertiary	1	-	-	1	-	-	
95	Translator (Sinhala/Tamil/Sinhala)				Tertiary	6	-	-	2	-	-	
96	Translator (Sinhala/English/Sinhala)				Tertiary	7	-	-	1	-	-	
97	Translator (English/Tamil/English)				Tertiary	4	-	-	1	-	-	
98	Stenographer (Sinhala)				Tertiary	7	-	-	4	-	-	
99	Stenographer (Tamil)				Tertiary	5	-	-	1	-	-	
100	Stenographer (English)				Tertiary	7	-	-	2	-	-	

**Parliament of Sri Lanka - Sri Jayewardenepura, Kotte**

**Carder Information as at 30 November 2020**

No.	Designation	Service	Grade/Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
101	Telephone Supervisor		No grade	Salary Scale is specially designed for Parliament Staff	Primary	1	-	-	1	-	-	
102	Record Keeper					1	-	-	1	-	-	
103	Receiving Officer					1	-	-	1	-	-	
104	Purchasing Officer					1	-	-	1	-	-	
105	Stores Officer					1	-	-	1	-	-	
106	Shroff					1	-	-	1	-	-	
107	Junior Assistant Librarian					1	-	-	1	-	-	
108	Computer Operator					4	-	-	4	-	-	
109	Assistant Parliamentary Officer					16	-	-	11	-	-	
110	Computer Technician					8	-	-	7	-	-	
111	Superior Bill clerk					2	-	-	2	-	-	
112	Leading Food & Beverages Assistant					3	-	-	2	-	-	
113	Documentation Supervisor					14	-	-	8	-	-	
114	Recording Supervisor					1	-	-	1	-	-	
115	Store Keeper					1	-	-	1	-	-	
116	Store Keeper (Technical)					1	-	-	1	-	-	
117	Bungalow Keeper					1	-	-	1	-	-	
118	Assistant Parliamentary Protocol Officer					5	-	-	3	-	-	
119	Public Outreach Office Coordinator (Sinhala)					1	-	-	0	-	1	
120	Public Outreach Office Coordinator (Tamil)					1	-	-	1	-	-	
121	Public Outreach Office Coordinator (English)					1	-	-	0	-	-	
122	Media Office Coordinator (Sinhala)					1	-	-	1	-	-	
123	Media Office Coordinator (Tamil)					1	-	-	0	-	-	
124	Media Office Coordinator (English)					1	-	-	0	-	-	
125	Receptionist					17	-	-	15	-	-	
126	Telephone Operator					9	-	-	7	-	-	
127	Arachchi					1	-	-	1	-	-	
128	Driver					31	-	-	31	-	-	
129	Despatch Assistant					6	-	-	6	-	-	
130	Library Assistant					5	-	-	4	-	-	
131	Documentation Assistant					5	-	-	5	-	-	
132	Cook					24	-	-	18	-	-	
133	Recording Assistant					5	-	-	5	-	-	
134	Cashier Clerk					4	-	-	3	-	-	
135	X-Ray Inspector					8	-	-	8	-	-	
136	Auto Electrician					1	-	-	1	-	-	
137	Handyman					3	-	-	3	-	-	
138	Assistant Store Keeper					2	-	-	2	-	-	
139	Assistant Store Keeper (Technical)					1	-	-	0	-	-	
140	Motor Mechanic					2	-	-	2	-	-	
141	Technical Assistant					2	-	-	2	-	-	
142	Parliamentary Service Assistant					77	-	-	73	-	-	
143	Security Officer					15	-	-	13	-	-	
144	Food & Beverages Assistant					34	-	-	34	-	-	
145	Assistant Cook					8	-	-	8	-	-	
146	Kitchen Assistant					5	-	-	5	-	-	
147	Furniture Polisher					4	-	-	4	-	-	
148	Mason					2	-	-	1	-	-	
149	Carpenter					6	-	-	5	-	-	
150	Plumber					6	-	-	5	-	-	

**Parliament of Sri Lanka - Sri Jayewardenepura, Kotte**

**Carder Information as at 30 November 2020**

No.	Designation	Service	Grade/Class	Salary code	Service Level	Approved Cadre			Existing Cadre				
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other	
151	Painter					8	-	-	8	-	-		
152	Electrician					6	-	-	5	-	-		
153	Welder					1	-	-	0	-	-		
154	Pipe Line Cleaner					2	-	-	2	-	-		
155	Air Conditioning & Refrigeration Technician					2	-	-	1	-	-		
156	Housekeeping Assistant					86	-	-	78	-	-		
157	Garden Maintenance Assistant		No grade			16	-	-	15	-	-		
158	Sanitary Labourer					9	-	-	5	-	-		
159	Room Boy					8	-	-	8	-	-		
160	Linen Room Attendant					1	-	-	1	-	-		
161	Utility Receiving Assistant					21	-	-	19	-	-		
162	Stores Services Assistant					6	-	-	6	-	-		
163	Bungalow Assistant					2	-	-	2	-	-		
164	Skilled Labourer (Civil)					12	-	-	12	-	-		
165	Skilled Labourer (Electrical)					5	-	-	4	-	-		
166	Skilled Labourer (Technical)					1	-	-	1	-	-		
167	Stores Assistant					1	-	-	1	-	-		
168	Library Attendant					4	-	-	4	-	-		
<b>Total</b>						<b>977</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>832</b>	<b>1</b>	<b>3</b>	<b>0</b>

Service Level	Approved Carder		Existing Carder	
Senior	61	53		
Tertiary	173	144		
secondary	269	202		
Primary	474	433		
<b>Total</b>	<b>977</b>	<b>832</b>		

## *INTERNAL DEPARTMENTS OF THE SECRETARIAT*

1. Department of Serjeant –at- Arms
2. Department of Administration
3. Department of Hansard
4. Department of Catering and Housekeeping Services
5. Department of Co-ordinating Engineer
6. Department of Finance and Supplies
7. Department of Legislative Services
8. Department of Information Systems Management
9. Department of Communication

❖ The sections which are under the direct supervision of the Secretary General of the Parliament.

- Foreign Relations and Protocol Office
- Internal Audit Unit
- Right to Information

## OFFICE OF THE HON. SPEAKER / HON. DEPUTY SPEAKERS / HON. DCC

Objectives	Proposed Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Parliament Tele/Broadcast	Live telecast/Broadcast of the Parliament Sittings	Co-ordinating engineer	√	√	√	√	√	√	√	√	√	√	√	√	√	Deliver the information on Parliament sittings.	
Payments	<p>i. Paying salary and allowance of Hon. Speaker, Hon. Deputy Speaker and Hon. DCC.</p> <p>ii. Paying salary and allowance of the temporary staffs of Hon. Speaker, Hon. Deputy Speaker and Hon. DCC.</p> <p>iii. Other recurrent expenditure</p>	Director (Finance)	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing efficient and effective service.	
Capital Expenditure	Rehabilitation and improvement of capital assets.	Director (Finance)	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining an elegant official environment.	

## DEPARTMENT OF SERJEANT - AT - ARMS

### GOAL: FACILITATING THE EXECUTION OF THE DIRECTIONS OF THE SPEAKER AND THE HOUSE TO ENABLE THE SMOOTH FUNCTIONING OF THE PARLIAMENT

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Ceremonial	i. Organizing and conducting all Ceremonial, National and Religious functions in the Parliamentary Complex and representation of protocol related matters to Hon. Speaker.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Conducting ceremonies and programmes in an immaculate and qualitative manner. Receptive to international recognition/appreciations	
	ii. Reception and facilitation of visits of VVIP/VIP and other foreign delegations to Parliament.		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Lying in State Ceremonies/Unveiling of Portraits.		√	√	√	√	√	√	√	√	√	√	√	√			
Visitor Administration and Gallery Control	Assisting stake-holders and public	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Number of visitors accomodated.	Sharing and learning background at Parliament.	
	Regulation and Control of Galleries.															Facilitating easy access.	



## DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Security	i. Maintaining high security in the Parliamentary Complex and outer perimeter to support the legislative process and to accomplish the process of Chamber. Representation of security related matters to Hon. Speaker.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Smooth functioning of Chamber. Ensuring secure and threat-free environment	
	ii. Continuous upgrading and updating of Security systems/arrangements to meet the updated threat analysis.		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
	iii. Security clearance process with regard to Parliament/Ancillary /Other Staff including security personnel, suppliers, MPP Drivers etc.		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
	iv. Conducting Fire Drills, Fire Fighting Exercises and Workshops including Explosives.		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
	v. Administration of keys.		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
	vi. Handling X ray inspections / internal security		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
Chamber	Chamber support services, including custody of the 'Mace'.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Smooth functioning of all Chamber related	

## DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	Allocation of seats in Chamber, Maintain MPP seniority lists, recording attendance, maintaining order and execution of orders of the Hon. Speaker.															functions and Maintenance of discipline in the complex.	
Accommodation	Allocating Interview Rooms, Party Offices, Committee Rooms, Ministers' Rooms and office space and related facilities in the Parliamentary Complex for MPs and Staff. Safe-keeping of furniture and fittings.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Facilities provided to MPP and staff in an effective and efficient manner.	
Passes	Issue of all relevant access passes to the building and Parliamentary Complex including Identity cards of MPP, Staff, officers' passes and Gallery passes and passes for electronic equipments.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Control of visitors to facilitate and implement sectorization process and thereby to ensure security.	
Services/Welfare	Maintaining of Telephone Services, Reception Services, Polishing work, Sorting and distribution of mail and news papers, laundering of Staff uniforms. Recreation Room facilities for MPP Lockers/cupboards facilities for MPP/Staff	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing timely efficient and effective service.  Control and regulate reception.	

## DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Information and Publications	Updating data relating to the department in the Parliament Web, uploading images of MPP and Parliament Staff to the Parliament Web and Intranet, preparation of the Fact sheets, controlling the filming and photography in the Parliamentary Complex and Parliament Documentary. Publications on the office of the SA, its history & missions, objectives & functions.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Maximum sharing of information and adherence to rules and regulations. Public outreach.  Sinhala and Tamil versions of the report will be published in early 2020	
Sales of items depicting archeological /historical objectives	Controlling and regulating the Parliament Souvenir Shop, Exhibition Centre related work including paintings, murals, wooden, silver and gold carvings.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Revenue generation and promotion. Protection of historical values.	
Departmental	Facilitating Staff Meetings, Security related Meetings, Approval of various constructions around the Parliamentary Complex, facilitating all staff related matters and departmental functions. Total number of staff 140.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Control and maintain discipline and achievement of administration goals to ensure smooth functioning of day-to-day activities.	

## DEPARTMENT OF ADMINISTRATION

**GOAL: FOSTERING THE DEVELOPMENT OF A SUPERIOR WORK FORCE AND CONTRIBUTING TO THE EFFICIENT AND EFFECTIVE ACHIEVEMENT OF THE OVERALL OBJECTIVES OF THE INSTITUTION BY SUPPORTING, HONORING AND VALUING ITS HUMAN RESOURCES.**

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
HRM	i. Recruiting the most eligible personnel through the recruiting procedure.	DA/DDA/ ADA(E)	√	√	√	√	√	√	√	√	√	√	√	√	Number of new recruitment accomplished.	i. Selecting best personnel from candidates
	ii. Granting annual increments. Maintaining promotional procedure		√	√	√	√	√	√	√	√	√	√	√	ii. Granting increments/ Promotions on time		
	iii. Salary revision and restructuring Parliamentary staff		√	√	√	√	√	√	√	√	√	√	√			
	iv. Processing retirement files		√	√	√	√	√	√	√	√	√	√	√	Number of files processed/completed		
	v. Conducting SAC Meetings		√	√	√	√	√	√	√	√	√	√	√	Nos of SAC meeting conducted.		
Welfare	i. Providing Accommodation in Methsevana	DA/DDA/ ADA(E)	√	√	√	√	√	√	√	√	√	√	√	Facilitating maximum welfare to the staff.		
	ii. Issuing bus passes/Railway season/ Railway warrants		√	√	√	√	√	√	√	√	√	√				

## DEPARTMENT OF ADMINISTRATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	iii. Providing insurance facility		√	√	√	√	√	√	√	√	√	√	√	√	Nos of insurance application submitted.	
	iv. Providing staff quarters		√	√	√	√	√	√	√	√	√	√	√	√		
Member Services/	i. Conducting house committee meeting	DA/DDA/ADA(MS)	√	√	√	√	√	√	√	√	√	√	√	√	Nos of meeting conducted.	i. Create background to hold quality meeting and co-ordinate to implement the decisions of the meetings
Welfare	ii. Allocating houses for MPP from Madiwela housing scheme	ADA(MS)/ PO (MS)							√	√	√	√	√	√	Number of request received/number of houses allocated.	ii. Save time and fuel when attending to Parliament Sessions
	iii. Co-ordinating reservations of General's House, Nuwara Eliya		√	√	√	√	√	√	√	√	√	√	√	√	Number of requests attended.	iii. Visitors are satisfied from the food & Service provided by the staff of General's house
	iv. Co-ordinating repairs/maintenance work of the Madiwela housing scheme & General's House, Nuwara Eliya with the Co-ordinating Engineer Department		√	√	√	√	√	√	√	√	√	√	√	√	Number of maintenance request received/Forwarded/attended/completed.	iv. Timely & Quality maintaining of Madiwela Housing Scheme & General's House

## DEPARTMENT OF ADMINISTRATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	v. Settling electricity, water & telephone bills of Madiwela housing units, General's House, Nuwara Eliya & Hon. Speaker's Official Residence		√	√	√	√	√	√	√	√	√	√	√	√	√	Rs 0 penalty charges applicable for utility bills.	v. Supply of Electricity, water & Telephone facilities without interruption
	vi. Co-ordinating group insurance scheme for MP's with the Ministry of Land & Parliamentary Reforms		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of application /requests received.	vi. Ensure healthy lives and well – being of MPP
	vii. Co-ordinating supply of office equipment to MPP with the Parliamentary Affairs Division		√	√	√	√	√	√	√	√	√	√	√	√	√	vii. Improve efficiency of office work of MPP	
	viii. Conducting language classes for MPP		√	√	√	√	√	√	√	√	√	√	√	√	√	Nos of classes conducted/arranged.	viii. Improve language skill of MPs
	ix. Providing stationary on monthly basis, postal facility on quarterly basis		√	√	√	√	√	√	√	√	√	√	√	√	√	ix. Improve efficiency of office work of MPP	
Transport	i. Providing Staff transport facilities.	DA/DDA/	√	√	√	√	√	√	√	√	√	√	√	√	√	i. Obtain maximum attendance	
	ii. Settling fuel bills		√	√	√	√	√	√	√	√	√	√	√	√	√	ii. Settling bills in time	
	iii. Renewal of revenue licenses, Insurance policy and maintenance		√	√	√	√	√	√	√	√	√	√	√	√	√	iii. Renewing in time	

## DEPARTMENT OF ADMINISTRATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Documentation	i. Printing documents	DA/DDA/ ADA(E)/ Documentation Supervisor	√	√	√	√	√	√	√	√	√	√	√	√	√	√	i. Circulating the document in time	
	ii. Binding books and other official documents		√	√	√	√	√	√	√	√	√	√	√	√	√	ii. Good quality production in time  iii. Protection of documents		
	iii. Maintaining Record Room	Record keeper	√	√	√	√	√	√	√	√	√	√	√	√	√			

## HUMAN RESOURCE DEVELOPMENT OFFICE

<b>Goal: Improve Performance of the Staff of Parliament through Optimum Utilization of Human Resources by Enhancing Knowledge, Skills &amp; Attitudes while Enhancing Productivity &amp; Satisfaction.</b>																
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Identifying and Developing Trainers/ Resource Persons	Creating an Internal Pool of Trainers/ Resource Persons	ADA(HRD) / PO(HRD)	√	√	√	√	√	√	√	√	√				Number of trainers/Resource persons identified/Developed.	
	Creating an External Pool of Trainers/ Resource Persons		√	√	√										Do	
	Conducting Internal "Training of Trainers" (TOT) Programmes		√	√	√	√	√	√	√	√	√	√	√	√	Do	
	Conducting External "Training of Trainers" (TOT) Programmes					√	√	√	√	√	√				Do	
Improving Knowledge, Skills & Attitudes of the Staff of Parliament Secretariat	Conducting Internal Training Programmes to Improve Knowledge	ADA(HRD) / PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.
	Conducting External Training Programmes to Improve Knowledge		√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.
	Conducting Internal Training Programmes to Develop Skills		√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.
	Conducting External Training Programmes to Develop Skills		√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.
	Conducting Internal Training Programmes to Generate Attitudes		√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.
	Conducting External Training Programmes to Generate Attitudes		√	√	√	√	√	√	√	√	√	√	√	√	Number of training programmes	To develop capacityof the staff.



## HUMAN RESOURCE DEVELOPMENT OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Familiarization with Procedures, Culture, Structure and the Environment of Parliament	Conducting an Induction Programme for the Newly Recruited Employees	ADA(HRD) / PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	√		
Coordinating Foreign Training Programmes	Attachment Programme	ADA(HRD) / PO(HRD)														Number of foreign training opportunities	
	Parliamentary Internship Programme															Do	
	Training Programme on Legislative Drafting															Do	
	ITE (India) Short Programmes															Do	
	Other															Do	
Developing Policies	Selection for Local Training Programmes	ADA(HRD) / PO(HRD)	√	√	√											Number of policies developed	
	Selection for Foreign Training Programmes					√	√	√								Do	
	Performance Appraisal System								√	√	√					Do	
	Preparing Training Schedule for the Next Year											√	√	√		Do	
Other																	

## DEPARTMENT OF HANSARD

### GOAL: ENSURE ACCURATE AND TIMELY REPORTING OF PARLIAMENTARY PROCEEDINGS AND COMMITTEE PROCEEDINGS

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Reporting	i. Verbatim reporting of speeches made by the MPs during Parliamentary Debates. ii. Preparation of verbatim reports of Committees of Parliament. iii. Preparation of verbatim reports of local and international conferences when necessary. iv. Covering Party Leaders' meetings.	Hansard reporters/ Committee reporters	√	√	√	√	√	√	√	√	√	√	√	√	√	Verbatim reporting of speeches	
Editing	i. Editing House proceedings ensuring accuracy. ii. Editing Committee proceedings. iii. Proof reading, preparing and sending corrected Hansard for final binding.	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	√	Ensuring the preparation of a high quality and accurate Hansard/ Committee Report in time.		
Special documents	Preparing Special Hansard for the Vote of Condolence and important occasions i.e. addresses by Heads of States	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	√		Supporting Parliamentary procedure	
Authorization	i. Bringing any unparliamentary references to the notice of the Hon. Speaker for expunction from Hansard.	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	√	Publish official Hansard/ issue CDs of speeches.		

## DEPARTMENT OF HANSARD

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	ii. Authorizing release of CD after expunction		√	√	√	√	√	√	√	√	√	√	√	√		
Indexing	i. Taking down summary of House proceedings and entering in classified registers.	EH/Indexing Officers	√	√	√	√	√	√	√	√	√	√	√	√		Easy reference
	ii. Maintaining a record book for MPs and a separate register for all speeches and Questions.		√	√	√	√	√	√	√	√	√	√	√			
	iii. Preparation of a permanent index for each Hansard volume printed.		√	√	√	√	√	√	√	√	√	√	√			
	iv. Maintaining a time record for each MP and each Party during a debate.		√	√	√	√	√	√	√	√	√	√	√			
	v. Providing information to MPP and Parliamentary Secretariat.		√	√	√	√	√	√	√	√	√	√	√			
Recording	i. Control Access system in the Camber on the orders of the Chair.	EH/Recording Assistants	√	√	√	√	√	√	√	√	√	√	√	Number of committee CD's Issued		
	ii. Recording Committee proceedings and convert it to CDs.		√	√	√	√	√	√	√	√	√	√	√			

## DEPARTMENT OF CATERING AND HOUSEKEEPING SERVICES

<b>GOAL: PROVIDE WITH QUALITY FOOD, FOOD AND BEVERAGE SERVICES AND MAINTAINING HIGHEST STANDARDS OF CLEANNESS IN PARLIAMENT PREMISES</b>																
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
I. Food & Beverage	i. Providing meals to MP's	DCHK/E.Chef/ ADA(Catering acc.)	√	√	√	√	√	√	√	√	√	√	√	√	9500 meals per annum	Providing quality/delicious food at a resonable cost.
	ii. Providing meals to the staff MP's Guest		√	√	√	√	√	√	√	√	√	√	√	√	343900 meals per annum	Do
ii. Training	i. Implementing of in service training	DCHK/ F & B MANAGER/E.CHE F	√	√	√	√	√	√	√	√	√	√	√	√	10 training sessions	Developed capacity of supportive stsf.

## DEPARTMENT OF CO-ORDINATING ENGINEER

**GOAL- MAINTAINING THE BUILDINGS AND INFRASTRUCTURE BELONGING TO PARLIAMENT AND THEIR ENVIRONS TO ENSURE THAT THE SERVICES PROVIDED BY PARLIAMENT ARE AT THE HIGHEST LEVEL AND TO MAKE IMPROVEMENTS AS NEEDED**

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Refurbishment of Parliament Complex / Repairs / Maintenance	i.Refurbishment of main building, general maintenance,new construction etc.	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	completed % against master refurbishment plan.	To maintain the archeological value of the buildings
	ii.Construction of Pinniyara& Jayanthipura security building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	do	Complete the building construction	
	iii.Refurbishment of Shrawassthi building	CE/DCE				√	√	√	√	√	√	√	√	√	do	To complet the renovation	
	iv.Maintenance of lifts,AHU,secondary chill water pump, valves, control panel	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	Achivement of the % of annual maintenance plan.	For long term usage and maintain the system up to date	
	v.Maintenance of Building internal,external painting,dressing room tiling,Member's dining ceiling repair,general repairs	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	Achivement of the % of annual maintenance plan.number of job completed.Utilization ratio of available labour hours	To maintain the archeological value of the buildings	
	vi.Maintenance of central air conditioning system,VRV Ac Machines,replacing of Refrigerating system of cold room	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	Achivement of the % of annual maintenance plan. Down time ratio.(cold room)		
	vii.Broadcast control room,CCTV chamber  MATV mainteance &agreement etc.	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√		Supporting the proceedings of the Parliament.	

## DEPARTMENT OF CO-ORDINATING ENGINEER

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	viii.Replacing new generator	CE/DCE								√	√	√	√	√	√	To complete the replacement	Ensure Efficient and economical back up energy system.
	ix.Fixing of stainless steel welded mesh & painting work at Main kitchen in Parliament complex	CE/DCE				√	√	√	√	√	√					To complete work	
<b>Hon.Speaker's Residence</b>																	
	x.Mainteance equipment	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xi.Maintenance of building (replacing light fittings,replacing PABX system)	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
	xii.Building improvments & Additional to the building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the building	
	xiii.Additional improvments to the machinery  (Improvments of MATV system)	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	Supporting the proceedings of the Parliament.	
	xiv.Acquistion of machinery	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	% utilized against the approved annual budget.	Supporting the funtion of the Parliament.

## DEPARTMENT OF CO-ORDINATING ENGINEER

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
<b>Madiwela &amp; N'Eliya, Jaywadenagemaa &amp; Methsevena</b>																	
	xv. Machinery maintenance	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xvi. Maintenance of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the building	
	xvii. Building improvements & Additional to the building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the building	
	xviii. Balance payment to the RDA for the renovation of Internal roads of Parliament complex	CE/DCE	√	√	√											Job completed	

## DEPARTMENT OF FINANCE AND SUPPLIES

**GOAL: FORMULATION AND IMPLEMENTATION OF FINANCIAL AND ACCOUNTING POLICIES TO ENSURE THE SMOOTH FUNCTIONING OF PARLIAMENT AND MAKING EFFECTIVE FINANCIAL DECISIONS THROUGH THE PROVISION OF TIMELY AND RELEVANT FINANCIAL INFORMATION**

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Payments	i. Salary of MPP and Staff	DF/ADA(F&A)	√	√	√	√	√	√	√	√	√	√	√	√				Ensure smooth functioning of parliamentary activities.
	ii. Pension Payments of MPP		√	√	√	√	√	√	√	√	√	√	√	√				
	iii. Other recurrent expenditure		√	√	√	√	√	√	√	√	√	√	√	√				
	iv. Capital Expenditure		√	√	√	√	√	√	√	√	√	√	√	√				
Budget	i. Presentation of consolidated draft estimates	DF/ADA(F&A)	√	√	√	√	√	√									Submission of further actions & expected activity	
	ii. Submission of draft estimates and attend the Budget Meeting					√	√	√	√	√								
	iii. Budgetary control		√	√	√	√	√	√	√	√	√	√	√	√				
Procurement	i. Prepare the Procurement Plan and proceed with progress and performance	DF/ADA(S&S)	√	√	√	√	√	√	√	√	√	√	√	√			Percentage achieved against the procurement plan.	Proceed with purchase of items according to the guidelines and the manual
	ii. Stores maintaining and stock controls		√	√	√	√	√	√	√	√	√	√	√	√				
Loan	i. Providing loan facility to staff and Collecting loan from staff	DF/ADA(F&A)	√	√	√	√	√	√	√	√	√	√	√	√			Performing of employee's contribution	
	ii. updating the loan balances		√	√	√	√	√	√	√	√	√	√	√	√				
			√	√	√	√	√	√	√	√	√	√	√	√				
Assets Management	i. Maintaining and updating the Assets Registers	DF/ADA(S&S)	√	√	√	√	√	√	√	√	√	√	√	√			Completion of board of survey within the stipulated time period	Ensure safeguard of the public property.



## DEPARTMENT OF FINANCE AND SUPPLIES

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
	ii. Conducting physical verification surveys		√	√	√	√	√	√										
Reports	Preparation of Appropriation Account (Final Accounts)	DF/ADA(F&A)															Zero number of audit queries,	
	Bank Reconciliation		√	√	√	√	√	√	√	√	√	√	√	√				
	Monthly Cash Flow Report		√	√	√	√	√	√	√	√	√	√	√	√				
	Public Officers' Advance Account (Final Account)		√	√	√													
	Annual Cash Flow Account		√	√	√													
Stock Maintenance	i. Maintaining sufficient inventory	DF / ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining appropriate stocks level at all times without wastage and complains			
	ii. Achieving food storage objectives		√	√	√	√	√	√	√	√	√	√	√					
	iii. Minimizing excess production		√	√	√	√	√	√	√	√	√	√	√					
Revenue collection	Monitoring billing process	DF/ ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	Dues are to be collected within 60 days				

## DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

### GOAL- SUPPORTING AND FACILITATING THE LEGISLATIVE, REPRESENTATIVE AND OVERSIGHT FUNCTIONS OF THE PARLIAMENT.

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
<b>1) Documentation of the Parliament in all three languages.</b>	1) Preparation of;  (i) Order Books  (ii) Addenda Including future Businesses of the House.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.														Publishing and giving notice of motions and questions as per Standing Order provisions maintaining zero error status.		
	2) Preparation of Order Paper of Parliament with the Business of the House for each Sitting of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Question, Orders, Regulations, Resolutions etc., or Other Business for each Sitting of Parliament.			
	3) Preparation of Minutes of Parliament with the decisions of House and attendance of MPP.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√				
	4) Preparation of Presentation of Papers. (Annual Reports, Performance Reports, Regulations, Orders, Resolutions etc.)	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	Initial Stage of Tabling Papers for each MP. Printing of zero error status document for circulation in the House for each MP.			
	5) Preparation of Order of Business of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	Conducting Business of Parliament smoothly and effectively with no errors.			

## DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
<b>2) Committee on Parliamentary Business / or Party Leaders' as the case may be.</b>	1) Summoning.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Allocation of Time and Business for each Sitting of Parliament.	
	2) Conducting Meetings.		√	√	√	√	√	√	√	√	√	√	√	√			
	3) Preparing Agenda.		√	√	√	√	√	√	√	√	√	√	√	√			
	4) Preparing Minutes.		√	√	√	√	√	√	√	√	√	√	√	√			
	5) Translating Minutes.		√	√	√	√	√	√	√	√	√	√	√	√			
	6) Circulating extracts to the relevant authorities.		√	√	√	√	√	√	√	√	√	√	√	√			
	7) Recording Attendance of Committee Members.		√	√	√	√	√	√	√	√	√	√	√	√			
<b>3) Votes of Condolence of late MPP.</b>	1) Extracts of Hansard to be sent to spouses or the relatives of late MPP.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	Expressing Deepest Sympathies of Parliament.		
<b>4) Parliamentary Questions.</b>	1) Registration.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Parliamentary Questions in the Order Book/Addenda for future dates of Parliament.		
	2) Editing.		√	√	√	√	√	√	√	√	√	√	√	√			
	3) Translation.		√	√	√	√	√	√	√	√	√	√	√	√			
	4) Refusals.		√	√	√	√	√	√	√	√	√	√	√	√			
	5) Publishing.		√	√	√	√	√	√	√	√	√	√	√	√			
	6) Correspondence.		√	√	√	√	√	√	√	√	√	√	√	√			

**DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE**

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
<b>5) Private Members' Motions</b>	1) Registration.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Private Members' Motions in the Order Book/Addenda for future dates.	
	2) Refusals.		√	√	√	√	√	√	√	√	√	√	√			
	3) Editing if required.		√	√	√	√	√	√	√	√	√	√	√			
	4) Translation.		√	√	√	√	√	√	√	√	√	√	√			
	5) Publishing.		√	√	√	√	√	√	√	√	√	√	√			
	6) Correspondence.		√	√	√	√	√	√	√	√	√	√	√			
<b>6) No-date Motions</b>	1) Registration.	ADA(T)/PO(T)/	√	√	√	√	√	√	√	√	√	√	√	Publishing future business without date fixed.		
	2) Editing if required.	Subject Officers of three Language Streams.														
	3) Translation.															
	4) Publishing.															

**DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE**

Are of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
<b>i. Processing of Bills</b>	i. Processing of Government Bills -- from introduction of Bills in the Parliament until printing of Acts	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills with higher accuracy	
	ii. Processing of Private Members' Bills - from publication of gazettes until printing of Acts.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills with higher accuracy		
	iii. Reports on statutes to Provincial Councils – from consideration of statutes until forwarding observations of Parliament to Provincial Councils	- do -	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills/statutes with higher accuracy		
<b>ii. Information</b>	i. Obtaining Minister's Reports and Amendments on Bills from relevant Ministries and Department of Legal Draftsman.	DLS/ ADA(B)/ PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	Providing information to required institutions /Receiving required information or reports from relevant institutions on Bills / Statutes		
	ii. Obtaining certificates on Bills from Attorney-General's Department	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	- do -		
	iii. Providing necessary information to the Departments of Attorney-General and the Legal Draftsman regarding the 2 <sup>nd</sup> and 3 <sup>rd</sup> reading of Bills and other matters related to Bills and Acts.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -		

## DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	iv. Providing information to the "Right to Information" Unit, Parliament.	ADA(B) PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	v. Updating the Bills Process system in the Legislative Information System of Parliament.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
iii. House Proceedings	i. Attending to all matters connected with making announcements by the Hon. Speaker in the House with regard to Bills and Acts of Parliament and Determinations of the Supreme Court on Bills.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	Making announcement on on Bills and Acts.		
	ii. Making arrangements to introduce Bills in the House and other necessary arrangements at the 2nd Reading and 3rd Reading stages of a Bill.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	- do -	
	iii. Attending to all matters in connection with communicating the opinion of the Parliament to Provincial Councils when Provincial Councils sought the opinion of Parliament on Statues under Article 154G(5)(b).	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -		

## DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE

Are of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
<b>iv. Coordination</b>	i.Coordinating with Attorney-General, Legal Draftsman, relevant Ministries, Provincial Councils and institutions to obtain/provide information and instructions.	ADA(B) / PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination	
	ii.Co-ordination and assisting Committees for consideration of Bills.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	iii.Coordinating with the Government Press pertaining to all printing works.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
<b>v. Protecting Documents</b>	i.Binding Acts including principal enactments annually.	ADA(B) / PO(B)											√	√	√	Most accurate documentation	
	ii.Safe custody of Assent copies of all Bills and all other documents.	ADA(B)	√	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	iii.Compile Supreme Court Decisions on Parliamentary Bills.	ADA(B) / PO(B)											√	√	√	- do -	
<b>vi. Legislative Consultation</b>	i.Give necessary information to Ministries, Other organization, and general public in respect of law making procedure.	ADA(B) / PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	√	Protect legal accuracy.	

## DEPARTMENT OF LEGISLATIVE SERVICES - MINISTERIAL CONSULTATIVE COMMITTEE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Coordination	Coordination with Secretaries to Ministries for Ministerial Consultative Committee meetings, minutes, motions etc.	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Effective coordination with the Secretaries to the Ministries.
Documentation	Preparing Committee documents needed to Hon. Members.	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing of required documents in an accurate manner.		
Reports for motions	Coordination with Ministries to collect reports for motions submitted by Hon. Members.	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	Number of motions considered.	Collecting reports from Ministries for motions as soon as possible.		
Reporting Committee proceedings to Parliament	Drafting and preparing reports of Committees to be presented to Parliament.	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	Number of reports presented to the parliament./Number of solutions provided.	Presentation of reports to the Parliament periodically.			



## DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
i. Coordinating	Liasing with relevant Ministries / Government Institutions / Other Relevant Parties and Summoning the relevant Institutions and Parties	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	√	Number of special task assigned/reports generated/solution provided.(appointments and nomotations.)	Effective coordination with the Govt. Institutions and other Parties
ii. Documentation	Summerizing Information, Preparing Minutes, Writing Reports, Briefing the Committee, following up Actions	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining of most accurate documentation	
iii. Field Vists and Workshops	(i)Field visits when and where necessary	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	Evaluation based Decisions / effective Recommendations		
	(ii) Advertising information regarding the Committee on High Posts		√	√	√	√	√	√	√	√	√	√	√	√			

## DEPARTMENT OF LEGISLATIVE SERVICES - PUBLIC PETITIONS COMMITTEE OFFICE

Objectives	Proposed Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Public Petitions	Receiving and presenting petitions at the chamber.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	Number of petition received/rejected/considered/Solution provided	Providing solutions to public grievances
Coordinating	i. Liaising with petitioners, committee members, ombudsman and government institutions.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with government Institutions	
	ii. Summoning the petitioners, government institutions																
Documentation	Summarizing information, writing reports, briefing the Committee and taking follow up actions.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	Preparation and maintaining of most accurate documents.	

## DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE ON PUBLIC ENTERPRISES

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
i. Coordinating	Liasing with relevant Ministries / State owned Enterprises / Other Relevant Projects and Summoning the relevant Institutions and Projects	DLS / ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Number of institutes summoned during the year /committee meetings conducted during the year.	Effective coordination with the Ministries,SOEs. and other Parties
ii. Documentation	Summerizing Information, Preparing Minutes, Writing Reports, Briefing the Committee, arranging pre discussions and following up Actions	DLS / ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining of most accurate documentation	
iii. Field Vists and Workshops	(i)Field visits when and where necessary	DLS / ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Evaluation based Decisions / effective Recommendations	

**DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE ON PUBLIC ACCOUNTS OFFICE**

Objectives	Proposed Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Control over Public Finance through the level of the Parliamentary Committees (COPA)	Summoning the Government institutions before COPA as much as possible to examine the Auditor General's Reports of the institutions presented in Parliament.	Committee Members and the Committee Secretariat	√	√	√	√	√	√	√	√	√	√	√	√	√	Number of reports presented to the parliament, Number of committee meetings conducted.	Ensure appropriate financial discipline in the government institutes.
	Continuation of the financial and performance evaluation of all Government institutions based on the financial year 2019 through the online evaluation system, which was introduced by the COPA of 8 <sup>th</sup> Parliament.	Committee Members and the Committee Secretariat	√	√	√	√	√	√	√	√	√	√	√	√	√	Preparation and tabling of the report in Parliament	

## DEPARTMENT OF LEGISLATIVE SERVICES - INTERPRETERS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Interpretation	Providing simultaneous interpretation facilities in the House and the Committees	DLS/Chief Parliamentary Interpreter/DC PI	√	√	√	√	√	√	√	√	√	√	√	√	√	Provision of effective interpretation service	
Translations	Translation of Questions for Oral Answer/Adjournment Motions /statements/reports as requested by the Committee/government institutions	DLS/Chief Parliamentary Interpreter/DC PI	√	√	√	√	√	√	√	√	√	√	√	√	√	Provision of effective translation services	

## DEPARTMENT OF LEGISLATIVE SERVICES - LIBRARY

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Collection	Acquiring and maintaining books, magazines, periodicals, newspapers, Government publications and other printed documents	DLS/Librarian/Deputy Librarian/Assistant Librarian	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing library facility to MPs, SG, Staff of Parliament and other Institution	
Information	Providing information to the MPs and Committees	DLS/Librarian/Deputy Librarian/Assistant Librarian	√	√	√	√	√	√	√	√	√	√	√	√	Providing accurate information.		
E- Library	Providing digital documents via E- library facility	DLS/Librarian/Deputy Librarian/Assistant Librarian	√	√	√	√	√	√	√	√	√	√	√	√	Quick reference of information and for easy sharing		
Publication	Publishing information bulletins, books and brochures as per demands from MPP and Parliament Secretariat.	DLS/Librarian/Deputy Librarian/Assistant Librarian/Research Officers	√	√	√	√	√	√	√	√	√	√	√	√	i. Providing information		
	Hand Book of Parliament. Publishing Research Journal		ii. Providing of Parliamentary information to the MPPs and for the public														
Maintenance	Maintaining up to date Hansards, Acts, Bills, Order Books, Order Papers, Parliamentary Proceedings, Oath Papers, Reports of Departments, Parliamentary Series and Other Documents.	DLS/Librarian/Deputy Librarian/Assistant Librarian	√	√	√	√	√	√	√	√	√	√	√	√	Providing information		

## DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

**GOAL: PROVIDING A RICH SOURCE OF INFORMATION TO MEMBERS OF PARLIAMENT TO ENGAGE IN INFORMED DEBATE AND DECISION MAKING;  
ASSISTING IN ADMINISTRATIVE PROCESSES AND FACILITATING PUBLIC OUTREACH.**

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
<b>Strengthening Institutional Capacity</b>	i. Providing Training and capacity building for IT Staff	DISM/SE/Sy. A/CSE	√	√	√	√	√	√	√	√	√	√	√	√	Number of training sessions arranged.	i. Improved staff-behavior
	ii. Attending World e-Parliament Conference – 3 staff members of the Department		√	√	√	√	√	√	√	√	√	√	√	√	ii. Percentage of staff who attended e-parliament conference	
	iii. Upgrading and maintenance of end-user ICT equipment		√	√	√	√	√	√	√	√	√	√	√	√	iii. User satisfaction	
	iv. Purchase of 25 Nos. Computers & 15 Nos. Printers		√	√	√	√	√	√	√	√	√	√	√	√	Number of IT equipment procured.	iv. User satisfaction
	v. Monitoring and regular maintenance of ICT Infrastructure		√	√	√	√	√	√	√	√	√	√	√	√	Number of complaints, requests received/attended/completed	v. Smooth functioning of the Network system
	vi. Maintenance of Intranet portal		√	√	√	√	√	√	√	√	√	√	√	√	vi. Smooth functioning action	
	vii. Upgrading i-Parliament Database		√	√	√	√	√	√	√	√	√	√	√	√	vii. User satisfaction	
	viii. Integrating and Development of Archival system with Document Management System		√	√	√	√	√	√	√	√	√	√	√	√	viii. Smooth Information flow	
	ix. Implementing Access Management Information System		√	√	√	√	√	√	√	√	√	√	√	√	ix. Improved public access	
	x. Development of Recruitment & Human Resources MIS		√	√	√	√	√	√	√	√	√	√	√	√	x. Smooth functioning	

## DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	xi. Automation of Leave Management Information System		√	√	√	√	√	√	√	√	√	√	√	√	xi. Improved productivity	
	xii. Maintenance of Mobile App for i-Parliament (Apple Version)		√	√	√	√	√	√	√	√	√	√	√	xii. User satisfaction		
	xiii. Continuous updating and upgrading Parliament Mobile App and Website		√	√	√	√	√	√	√	√	√	√	√	xiii. User satisfaction		
	xiv. Upgrading Parliament Website (Under USAID)		√	√	√	√	√	√	√	√	√	√	√	xiv. User satisfaction		
	xv. Upgrading ICT Strategies for Parliament		√	√	√	√	√	√	√	√	√	√	√	xv. User satisfaction.		
	xvi. Upgrading perimeter firewall Reporting & Management System		√	√	√	√	√	√	√	√	√	√	√	xvi. Smooth functioning of the system		
	xvii. SAN Storage Upgrade		√	√	√	√	√	√	√	√	√	√	√	xvii. User satisfaction		
<b>Strengthening Institutional Capacity</b>	xviii. DR Site Upgrade	DISM/SE/Sy. A/CSE	√	√	√	√	√	√	√	√	√	√	xviii. Smooth functioning of the system			
	xix. Backup & Restoring		√	√	√	√	√	√	√	√	√	√	xix. Smooth functioning improve Productivity & Reliability.			
	xx. Purchase a New Server		√	√	√	√	√	√	√	√	√	√	xx. User satisfaction			
<b>Strengthening legislative processes via IT Systems</b>	i. Acquiring Document Management System – Hansard	DISM/SE/Sy. A/CSE	√	√	√	√	√	√	√	√	√	√	i. Improved & comprehensive Hansard			
	ii. Providing awareness training on Document Management System		√	√	√	√	√	√	√	√	√	√	ii. Trained Staff			



## DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	iii. Acquiring Document Management System – Order of Business /Order Paper/Order of Buisness/Paper Presentation/CBP Meeting Process		√	√	√	√	√	√	√	√	√	√	√	√	iii. Improved & comprehensive Order of Business	
	vi. Providing awareness training on Document Management System – Order of Business		√	√	√	√	√	√	√	√	√	√	√	√	iv. Trained staff	
Strengthening Government oversight via IT systems	i. Upgrading Consultative Management Information System	SM/SE/Sy.A/C	√	√	√	√	√	√	√	√	√	√	√	√	i. Smooth functioning of the application	
	ii. Providing awareness training on Consultative Committee Management Information System		√	√	√	√	√	√	√	√	√	√	√	√	ii. Trained staff	
Strengthening leadership and representative role of MPP	i. Upgrading Mobile App for Parliament Intranet Portal for MPP	DISM/SE/Sy. A/CSE	√	√	√	√	√	√	√	√	√	√	√	√	i. Improved access to Information	
	ii. Providing awareness training on MPP Portal/Mobile App		√	√	√	√	√	√	√	√	√	√	√	√	ii. Improved access to Information	
Public outreach	i. Integrating Document Archival System/Document Management System with the website and mobile app	DISM/SE/Sy. A/CSE	√	√	√	√	√	√	√	√	√	√	√	√	i. Improved public access to archives	
	ii. Upgrading Mobile App		√	√	√	√	√	√	√	√	√	√	√	√	ii. User satisfaction	
	iii. Upgrading Petitions Management Systems		√	√	√	√	√	√	√	√	√	√	√	√	iii. Improved productivity & efficiency	

## DEPARTMENT OF COMMUNICATION

<b>GOAL: ENHANCED QUALITY OF INTERACTION BETWEEN THE PARLIAMENT OF SRI LANKA AND PARLIAMENTARIANS AND CITIZEN, MEDIA, CIVIL SOCIETY ORGANIZATIONS AND COMMUNITY GROUP</b>																
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
1. To create awareness and Public engagement through main stream media on Parliamentary affairs	1. 1. Issue press release and communiqués on activities at Parliament.	D(COM)/MM/7MOs	√	√	√	√	√	√	√	√	√	√	√	√	1. Media publicity to promote the parliament, its proceedings and practices.	
	1.2. Issue Video footages/ photos and other images on activities at Parliament.		√	√	√	√	√	√	√	√	√	√	√	√		
	1.3. Invite media stations to record different programs at Parliamentary premises.		√	√	√	√	√	√	√	√	√	√	√	√		
	1.4. Invite travelogue programs to create programs on parliament tour.		√	√	√	√	√	√	√	√	√	√	√	√		
	1.5. Create scrollers on parliament news updates to be telecasted in TV channels.		√	√	√	√	√	√	√	√	√	√	√	√		
	1.6. Encourage Media stations to do different programs on Parliamentary Democracy and activities of Parliament		√	√	√	√	√	√	√	√	√	√	√	√		
2. Creating awareness and Public engagement through Social Media	2.1. Maintain Official Facebook page update daily with latest approaches.	D(COM)/MM/7MOs	√	√	√	√	√	√	√	√	√	√	√	2.1. Maintain and Update social media platforms regularly.		
	2.2. Maintain Twitter and update daily with latest approaches.		√	√	√	√	√	√	√	√	√	√	√			2.2. Public receives constant updates through stories shared on social media platforms.

## DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	2.3. Maintain Instagram and update daily with latest approaches. 2.4. Maintain You tube and update daily with latest approaches. 2.5. Regular updates provided for Parliament official website.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3.Enhance the efficiency of Media Center to facilitate journalists and MPs.	1.Maintain of proper standard documentation system for Media Center. 2 Prepare and maintain inventory system.	D (COM) / MM / 7 MO s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Systemization and utilization of Media Center	
4.Enhance the efficiency of Recording studio to facilitate journalists and MPs.	4.1. Studio is updated with equipment such as camera equipment, lights and etc. 4.2 Audio & video visuals produced in the media center.	D (COM) / MM / 7 MO s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Maximum utilization of Recording Studio.	
5.Enhance the credibility of Parliamentary reporting.	5.1. Training workshops for media officers on Committee reporting	D (COM) / MM / 7 MO s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Credible reporting of Parliamentary affairs.	
6.Enhance the credibility of creative video & audio productions	6.1. Training workshops for media officers on creative video productions.  6.2. The staff members develop video & audio products	D (COM) / MM / 7 MO s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Production of more effective video & audio clips	

## DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
7. Create an official documentary for the Parliament of Sri Lanka	7.1. Liars with Department Government Information to	D (COM) / MM / 7 MO's/ Subject Expert	√	√	√	√	√	√	√	√	√	√	√	√	√	Production of documentary video on Parliament affairs.	
	7.2. Development of a script.		√	√	√	√	√	√	√	√	√	√	√	√			
	7.3. Pre-production/ Production/ Post production of the documentary		√	√	√	√	√	√	√	√	√	√	√	√			
	7. 4. finalize the documentary		√	√	√	√	√	√	√	√	√	√	√	√			
Promotional Campaign for the parliament through other sources	1. Produce impressive short video clips to promote the parliament	D (COM) / MM / 7 MO's	√	√	√	√	√	√	√	√	√	√	√	√	Create Promotional Campaign for the parliament		
	2. Produce promotional video clips to be displayed in LED video walls		√	√	√	√	√	√	√	√	√	√	√				
	3. Wall art campaign as a mode of nonverbal communication		√	√	√	√	√	√	√	√	√	√	√				
	4. Live chat pop up tool on the website for proactive outreach.		√	√	√	√	√	√	√	√	√	√	√				
Training and Development	1.Local and Foreign training for the staff of Media Section of Communication Department	D (COM) / MM / 7 MO's	√	√	√	√	√	√	√	√	√	√	√	√	Enhance the subject knowledge and awareness of the staff of Department of Communication		
To increase public participation/engagement through public outreach	7.1. A Travel documentary in parliament.	DC MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	√	Educate the public how Parliament works and its role in society.		
	7.1. encourage more engagement with public and upload their views to the web and social media platforms.		√	√	√	√	√	√	√	√	√	√	√	√			

## DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	7.2. Organize monthly events such as International Women's day		√	√	√	√	√	√	√	√	√	√	√	√	√	7.2. Strengthening relationships between communities and organization according to SDG.	
	7.3 invite public/students/ special communities to visit and witness Budget/ Committees and allow them to participate via virtual platforms		√	√	√	√	√	√	√	√	√	√	√	√			
	7.4. Arrange off- site sessions for students/ public to engage with the MPs under the banner "Spent some quality time with your MP"		√	√	√	√	√	√	√	√	√	√	√	√			
	7.5 Development of educational toolkit for mobile parliament		√	√	√	√	√	√	√	√	√	√	√	√			
	7.6. A gift of special plant for those who visit Parliament as a souvenir" PARLIAMENTREE"		√	√	√	√	√	√	√	√	√	√	√	√			
	7.7. A modern & well equipped visitor center For Geoffrey Bawa in Parliament.		√	√	√	√	√	√	√	√	√	√	√	√			
	7.8. Renovation of the Souvenir Shop in SLP		√	√	√	√	√	√	√	√	√	√	√	√			

## DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Awareness and advocacy campaigns on Parliamentary procedure, functions and role in Society.	8.1. Organize Annual awareness programme for youth parliamentarians.	DC/ MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	√	public have more awareness on Parliamentary procedure, functions and role.	
	8.2. Organize Awareness programme for National Youth Corps		√	√	√	√	√	√	√	√	√	√	√			
	8.3. Organize Awareness programme for Local Government MPs		√	√	√	√	√	√	√	√	√	√	√			
	8.4. Conduct awareness workshops for journalists		√	√	√	√	√	√	√	√	√	√	√			
	8.5. Conduct awareness workshops for students		√	√	√	√	√	√	√	√	√	√	√			
	8.6. Conduct awareness workshops for University students		√	√	√	√	√	√	√	√	√	√	√			
	8.7. Training Of Trainers(TOT)		√	√	√	√	√	√	√	√	√	√	√			
	8.8. Conduct awareness workshops After O/L & A/L (Around 15,000)		√	√	√	√	√	√	√	√	√	√	√			
	8.9. Conduct awareness workshop for women		√	√	√	√	√	√	√	√	√	√	√			
Making a Dialogue with Public using Virtual platform	9.1. Launch trilingual virtual tour	DC/ MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	A virtual visit to parliament due to COVID 19 pandemic Situation.		
	9.2. Engage with MPs, Civil Societies and Institutions to educate on Parliament & promote the virtual tour	Officers	√	√	√	√	√	√	√	√	√	√	√			
Making a dialogue with MP'S and other civil organizations to educate on parliamentary affairs	10.1. organize webinar series on parliamentary events throughout the year	DC/ MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	A method of educating the public on parliament using virtual platforms		
	10.2. Coordination of the event		√	√	√	√	√	√	√	√	√	√	√			

## DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Celebrating 39th Parliament day	11.1. Organize conference, open	DC/ MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	√	Public have close engagement with Parliament and this will held as an open event	
	11.2. Launch SLP Volunteer club		√	√	√	√	√	√	√	√	√	√	√			
	11.3. Design and printing sticker for buses		√	√	√	√	√	√	√	√	√	√	√			
Promotional Campaign - Set-up Exhibition stall and equipment	12.1. Write a descriptive concept note	DC/ MO/ Outreach Officers	√	√	√	√	√	√	√	√	√	√	√	Promotional Campaigns conducted throughout the Island - specially in remote areas to educate School Children and public on parliamentary activities.		
	12.2. Create exhibition tools - Documents, Leaflets, Booklets		√	√	√	√	√	√	√	√	√	√	√			
	12.3. Designing, planning of photo frame, display items		√	√	√	√	√	√	√	√	√	√	√			
	12.4. Coordinate with stakeholders		√	√	√	√	√	√	√	√	√	√	√			
	12.5. Designing and Printing materials with approval of SLP		√	√	√	√	√	√	√	√	√	√	√			
	12.6 Creating animation story reading book for Children		√	√	√	√	√	√	√	√	√	√	√			
	12.7. Creation of Animations, videos to promote parliament.		√	√	√	√	√	√	√	√	√	√	√			
	12.8. Inhouse training programs for photography, videography, video Editing, photo editing and layout designing.		√	√	√	√	√	√	√	√	√	√	√			

## FOREIGN RELATIONS AND PROTOCOL OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Carry out Decisions & Provide Service to MPP	i.Organizing local Confernces, Seminars, workshops when requested by the Headquarters of CPA/IPU and SAARC. ii.Arranging to send delegations for international Seminars,Workshps, Conferences and visits. iii.Assisting MPPs/ Staff to obtain visas, air tickets and passports and other consular matters. iv.Receiving and seeing off visitors.	COP(P)	√	√	√	√	√	√	√	√	√	√	√	√	√	i. Efficient conduct of activities of the CPA IPU and SAARC ii. Assisting MPs and staff of Parliament at Foreign travels and study visits.	
Financial Transactions to be prepared transparently	Handling financial transactions related to foreign travel arranged by the Office.	COP(P)	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining accuracy and economical transactions.		
Reports	Preparing annual reports, correspondences with Parliaments and overseas/ Local missions.	COP(P)	√	√	√	√	√	√	√	√	√	√	√	√	Submission of accurate documents on time		


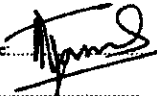



## Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2021

Name of the Ministry/ Department/District Secretariat - Parliament Head No: 16

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans															Rs.'000	
		Jan.	Feb.	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003)	100,499	100,499	100,499	301,497	100,499	100,499	100,499	301,497	100,499	100,499	100,499	301,497	100,499	105,015	150,584	356,098	1,260,589
	Other Allowances paid with salary (Except object code 1003)	47,523	47,523	47,523	142,569	47,523	47,523	47,523	142,569	47,523	47,523	47,523	142,569	47,523	47,523	47,523	142,569	570,276
II	Overtime and Holiday pay (1002)	350	350	350	1,050	350	350	350	1,050	350	350	350	1,050	350	350	450	1,150	4,300
III	All other Recurrent Expenditure	91,427	91,427	91,427	274,281	91,427	91,427	91,427	274,281	91,427	91,427	91,427	274,281	91,427	91,427	91,427	274,281	1,097,124
	<b>Total Recurrent</b>	239,799	239,799	239,799	719,397	239,799	239,799	239,799	719,397	239,799	239,799	239,799	719,397	239,799	244,315	289,964	774,098	2,932,289
IV	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	Other all Capital Expenses	7,868.33	7,868.33	7,868.33	23,605	23,605	23,605	23,605	70,815	23,605	23,605	23,605	70,815	23,605	23,605	23,605	70,815	236,050
VI	Public Officers Advance Account	2,850	3,220	2,850	8,920	7,850	2,850	3,000	13,700	2,850	2,850	2,850	8,550	2,850	2,850	3,130	8,830	40,000
VII	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Grand Total</b>	250,517.33	250,887.33	250,517.33	751,922	271,254	266,254	266,404	803,912	266,254	266,254	266,254	798,762	266,254	270,770	316,719	853,743	3,308,339

All the information given in the above table is certified as correct.

Prepared By: Chief Financial Officer/Chief Accountant / Director (Finance) - Signature: Checked By: 

Date: 01.12.2020

- Name: 

\*This amount should be tallied with grand total in Column No.11 of the Form No:TOD/IMP/01

- Official Stamp

W. A. Samantha Upananda  
Director (Finance)  
Parliament of Sri Lanka  
Sri Jayawardenapura Kotte

**PROCUREMENT PLAN FOR THE YEAR - 2021**

S/N	Description	Estimated Cost	Procurement Method	Procurement Activities & their Scheduled Date of Completion								Remarks
				Date of Appointment of PC & TEC	Preparation & Approve of Bid Documents	Issue of Bidding Documents	Close of Bids	Evaluation of Bids	Award of Contract	Signing Date of Agreement	Completion of Contract	
1	Supply, Delivery, Installation, Commissioning and Maintenance of a Generator System	100,000,000.00	NCB	14.01.2021	31.01.2021	07.02.2021	07.03.2021	31.03.2021	07.04.2021	21.04.2021	21.11.2021	Contract Duration 07 months
2	Replacement of Secondary Water Pump House at Parliament Complex	13,500,000.00	NCB	14.12.2020	14.01.2021	21.01.2021	21.02.2021	21.03.2021	01.04.2021	21.04.2021	21.07.2021	Contract duration 03 months
3	Replacement of Existing MCCB at CEB Substation at Parliament	3,000,000.00	Shopping	14.01.2020	30.02.2021	07.03.2021	07.04.2021	30.04.2021	07.05.2021	14.05.2021	14.07.2021	Contract duration 02 months
4	Purchase of Items for Renovation of Public Toilets	7,000,000.00	Shopping	14.12.2020	31.12.2020	07.01.2021	07.02.2021	24.02.2021	21.02.2021	01.03.2021	31.03.2021	Contract duration 01 months
5	Air conditioning of Ministers' Rooms	18,000,000.00	NCB	31.01.2021	28.02.2021	07.03.2021	07.04.2021	31.04.2021	14.05.2021	01.06.2021	30.09.2021	Contract duration 04 months
6	Replacement of Secondary Chilled Water Pumps of Central Air Conditioning System	20,000,000.00	NCB	14.02.2021	14.03.2021	01.04.2021	30.04.2021	21.05.2021	01.06.2021	14.06.2021	14.10.2021	Contract duration 04 months
7	Renovation of Storm Water Drainage System at Madiwela MPP Quarters-Stage II	2,600,000.00	Shopping	01.01.2021	31.01.2021	14.02.2021	14.03.2021	31.03.2021	14.04.2021	01.05.2021	31.10.2021	Contract duration 06 months
8	Upgrading Internal Application Database of Parliament	3,000,000.00	Shopping	31.03.2021	30.04.2021	14.05.2021	21.05.2021	14.06.2021	14.07.2021	01.08.2021	30.09.2021	Contract duration 02 months
9	Supply, Installation and Maintenance of 02 Nos Servers for Parliament	3,000,000.00	Shopping	31.01.2021	28.02.2021	07.03.2021	07.04.2021	30.04.2021	07.05.2021	21.05.2021	21.07.2021	Contract duration 02 months
10	Supply, Installation and Maintenance of Backup Restoration Solutions for Parliament	12,000,000.00	NCB	31.03.2021	30.04.2021	07.05.2021	07.06.2021	30.06.2021	07.07.2021	21.07.2021	21.10.2021	Contract duration 03 months
11	Upgrading of Parliament Mobile App	4,000,000.00	Shopping	14.02.2021	14.03.2021	21.03.2021	21.04.2021	07.05.2021	14.05.2021	01.06.2021	31.08.2021	Contract duration 03 months
12	Purchasing of End user ICT Equipment for Parliament	10,000,000.00	NCB	31.01.2021	28.02.2021	07.03.2021	07.04.2021	30.04.2021	14.05.2021	01.06.2021	31.06.2021	Contract duration 01 months
13	Supply, Installation and Maintenance of a New X-Ray Inspection System to X-Ray Unit	8,500,000.00	NCB	31.01.2021	21.02.2021	01.03.2021	31.03.2021	21.04.2021	01.05.2021	14.05.2021	14.11.2021	Contract duration 06 Months
14	Purchase of Catering Equipment / Machinery	34,054,070.00	NCB	31.01.2021	28.02.2021	07.03.2021	07.04.2021	30.04.2021	14.05.2021	01.06.2021	31.07.2021	Contract duration 2 months
15	Purchase of Housekeeping Equipment	1,310,000.00	Shopping	28.02.2021	31.03.2021	07.04.2021	07.05.2021	31.05.2021	14.06.2021	01.07.2021	31.08.2021	Contract duration 2 months

**INTERNAL AUDIT PLAN - 2021**

Number	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan								
	Objectives and	Budget estimate	Proposed	Audit field and internal audit	Risk	Time Frame for internal				Resource t	Type of	
	Expected output	Rs-Million	Activities	Activities	rating	audt operation				Used-		
					1 <sup>st</sup> qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> qtr	4 <sup>th</sup> qtr	Hours			
1	<b>Payments</b>	1215	Salary, pension payment of MPP's and W&OP contribution of staff.	<b>Finance and administration.</b>								
	Performnce of parliametary functions.			1.Check the salary scales and placement of salaries with relevant circulars.	3			v			80	FA
					2.Check the accuracy of the calculation and placement of 02 extra increment.					v	120	
					3.Check the accurecy of OT/Bata calculation.					v	140	
					4.Check the pension payment and PSPF contribution.		v				120	
		90	other recurrent expenses	1.Check the progress of stationery monitoring system and energy consumption, monitoring and controlling project.	3		v			120	PA	
		130		2.Analysis the catering expenditure and check the compliance with agreement,contract.	4	v				120	FA/PA	
2	<b>procument</b>		Prepare the procurement plan and proceed with progress and performance.	1 Evaluation of services rendered according to signed contract, based on value for money concept.	4				v	280	SA	
	Proceed with purchase of items as per the Guidelines.			Identification of critical equipment/systems and evaluation of efficient and effectiveness of service and maintenance agreement.								
3	<b>Stock maintenance</b>		1.Maintaining sufficient and economical inventory.	<b>System development activities.</b>								
	Maintaining Minimum stock without wastage and complains.			1.Evaluate the existing stores mgt system (Main stores/Eng.Stores) and enhance system facilities to meet modern stores management objectives.	4	v					158	SA/PA
				2.Minimizing excess food production.								
			3.Achieving food storage objectives.	1.1 Train staff adequately to meet above objectives.	2	v					45	SA
				2.Check the stock turnover ratio and encourage to maintain sufficient	3	v					140	SA

**INTERNAL AUDIT PLAN - 2021**

Number	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan							
	Objectives and	Budget estimate	Proposed	Audit field and internal audit	Risk	Time Frame for internal				Resource t	Type of Audit
	Expected output	Rs-Million	Activities	Activities	rating	audt operation				Used- Hours	
				economical stocks at all stores.							
				3.Check the overall performance of catering items maintenance system and make sure important information are available to make right decision on cost reduction purpose.	3		v				285 PA
4	Refurbishment of parliament complex project.	490	1.Refurbishment of main building.	<b>Development activities.</b> 1.Check the availability of a formal project plan.	4		v				180 PA
	Completing of selected projects in phase 1.	69	2.Construction of pinniyara entrence building	1.1 To make sure accountabilites and responsibilities been clearly defined and documented.							
		67	3.Renovation of jayanth- ipura entrance.	1.2Have the scope,objectives,cost and impacts been communicated to all involved parties.							
				2.Check the project management methodology.	4		v				180 PA
				2.1 Check the target dates established for each milstone are deliverable.							
				3.Check the methods being employed for project estimating.	4				v		160 PA
				3.1Are actuals compared against estimates to analyze variance.							
				3.2 Check the risk management procedures.							
5	Maintenance services Supporting the punctuality of parliament.	275	1.Maintaining electrical and machinery maintenance in parliament building.	<b>Development activities</b> 1.Check the progress of energy monitoring utilizing and controlling project.	3		v				160 PA
				2.Check the critical equipment breakdown incidents with the preventive maintenance plan.	2				v		145 SA
				3.Check the cost estimates and compare with actual expenditure.(housing projects)	3				v		150 FA
				4.Check the availability of service and							

**INTERNAL AUDIT PLAN - 2021**

Number	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan							
	Objectives and	Budget estimate	Proposed	Audit field and internal audit	Risk	Time Frame for internal				Resource t	Type of Audit
	Expected output	Rs-Million	Activities	Activities	rating	audt operation				Used- Hours	
				maintenance agreement for identified critical equipment/systems.	2	v				300	SA
6	<b>Welfare</b>	27	1.Providing staff quarters.	<b>Establishment and HRM activities</b>							
	Facilitating maximum welfare to the members of parliament and the staff.		2.issuing bus passes, railway season	1.Check the selection procedure of the staff quarters.	3		v			35	SA
			3.Providing accommodation in methsevana and General 's House.	2.Check and evaluate the progress of implementing committee recommendation of issuing buss and railway passes.	4			v		56	SA
				3 Check and review the progress of internal control systems put in place at remort locations.	3		v			56	FA
				4.To identify any potential to be removed or controlled to prevent injury,ill health or property damage.							
7	Providing staff transport facilities.	75	1.providing staff transport facilities	<b>Establishment and HRM ativities</b>							
	Ensure smooth and cost effective transport service at all times.		2.settling fuel bills.	1.Check the progress of implementation of vehical information management system.	3		v				SA
			3.Renewel of revenue licenses,insurance policy, and maintenance.								
8	Laundering	4	Laundering uniforms and linen	<b>Special audit activities</b>	3				v		SA
	Maintaining cleanliness and neatness.			Check the efficiency and cost effectiveness of laundering of uniforms and linen system.							
9	Conducting AMC meetings			Conducting AMC meetings	4	v	v	v	v	800	
				1.Involving matters arising at the AMC meeting.							
				Other routing works assigned by the MGT.		v	v	v	v	1230	
				Conducting Special audits/inquiries	5	v	v	v	v	400	

## INTERNAL AUDIT PLAN FOR THE YEAR OF 2021

Parliament of Sri Lanka

### Operation of Audit Plan-2021

No of working days of the year	240 Days.
Less: Annual Eligible Leave (officer)	45 Days.
Available Days of the Year	195 Days.
Working hours per day	7 Hours.
No of Staff	4 Nos.
<b>Total Man Hours</b>	<b>5460 Hours.</b>

### Staff of Internal Audit Unit

Chief Internal Auditor	01
Principal Officer	01
Deputy Principal Officer	02
<b>Total Number of Staff</b>	<b>04</b>

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It should be noted that the following factors would have a direct of impact of implementation of annual audit plan.

- Availability of Internal Audit Staff.
- The materiality of the ad-hoc request by the management
- Co-operation by the staff and collection of relevant data.



W. K. D. C. Withana  
Chief Internal Auditor  
Parliament of Sri Lanka  
Sri Jaywardenepura Kotte

Chief Internal Auditor  
Parliament of Sri Lanka.